

CITY OF CUMBERLAND
Employment Opportunity

CHIEF OF POLICE

\$ 61,622 - \$ 113,693

Opening Date: Monday, October 14, 2019

Salary Range: \$ 61,222 - \$ 113,693 DOQ

Closing Date: Friday, November 22, 2019

Status: Full-time, FLSA exempt, Contractual

Job Summary:

Provides highly responsible and complex administrative and managerial assistance to the City Administrator and is directly responsible for the oversight of the Cumberland Police Department. This is a supervisory position that works under the general direction and appointment of the City Administrator. The responsibilities include oversight and approval of police department employees' work product and coordination of multiple activities and resources including staff, supplies, equipment, funds and/or contract resources. The decisions made through this position significantly impact the operations and effectiveness of the organization.

Judgment is required in the application of established policies, goals and objectives, as well as in the application of concepts, plans, and strategies that may deviate from traditional methods and practices. Extensive interaction with the citizens of Cumberland and local media is considered an important aspect of the position.

Physical Requirements:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone, electronic mail and personal contact, as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment such as, but not limited to, a personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

Education & Experience:

Bachelor's degree in criminal justice, police science or related field, and ten or more years of progressively responsible police supervisory experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Graduation from the FBI National Academy or attendance at similar nationally recognized police management program(s) preferred.

Application Process:

A cover letter and resume must be received by postal mail or email by 4:00 p.m. on Friday, November 22, 2019. Application screening and interview scheduling may take 3-4 weeks from the closing date of recruitment to complete. To ask additional questions, receive a copy of the recruitment brochure, or provide additional information, please contact: Ms. April Howser, Human Resources Officer, (301) 759-6415 or april.howser@cumberlandmd.gov



The City of Cumberland, Maryland
Invites your interest in the position of
CHIEF OF POLICE



**CITY OF
CUMBERLAND
Maryland**



Recruitment Profile

CHIEF OF POLICE

Effective: October 14, 2019

Salary Range: \$61,622 - \$113,693

Closing Date: November 22, 2019

CITY OF CUMBERLAND
Employment Opportunity

CHIEF OF POLICE

Opening Date: Monday, October 7, 2019
Closing Date: Friday, November 22, 2019

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A cover letter and resume must be received by postal mail or email by 4:00 p.m. on Friday, November 15, 2019. Application screening and interview scheduling may take 3-4 weeks from the closing date of recruitment to complete. Additional questions or information supplied by electronic mail should be sent to Ms. April Howser, Human Resources Officer, (301) 759-6415 or april.howser@cumberlandmd.gov

Selection Criteria:

Applicants whose experience and training are most closely suited to the needs of the City may be selected for further consideration. Criteria will be based on job-related knowledge, skills and abilities. The City of Cumberland is AA/EEO/ADA employer.

Pre-Employment Requirements:

The following requirements must be met prior to employment:

1. Successful completion of required selection process.
2. Successful completion of a reference and background check standard for police officers in Maryland and the City of Cumberland, including criminal history.
3. Successful completion of a physical, paid for by the City.



RECRUITMENT PROFILE

The Recruitment Profile provides background information on the community and the City of Cumberland and outlines factors of qualification and experience identified as desirable for candidates for the Chief of Police.

Importantly, the Profile will be used as a guide in the recruitment process, providing criteria by which resumes will be screened and individuals selected for final interview and appointment consideration.

All inquiries relating to recruitment and selection process for the Chief of Police position are to be directed to the attention of the Personnel Department.

City of Cumberland
Attn: Ms. April Howser, Human Resources Officer
57 N. Liberty Street
Cumberland, MD 21501-1702
Phone: (301) 759-6415
Fax: (301) 759-6438
april.howser@cumberlandmd.gov

Closing date: Friday, November 22, 2019

COMMUNITY BACKGROUND

Cumberland, a small city nestled in the Allegheny Mountains of Western Maryland, is located a short 130 miles from Washington, D.C. and Baltimore, MD, and 100 miles from Pittsburgh, PA. The city is situated conveniently close to urban centers, yet far enough away to provide a different quality of life. Cumberland's mountains provide a beautiful backdrop to a city of 20,000 that is known for its late 19th to early 20th century architecture, as well as for its extensive transportation history. Although Cumberland still serves as a major rail hub for the CSX rail line, it is perhaps more widely recognized as a terminal for the Western Maryland Scenic Railroad, a tourist attraction that provides train enthusiasts a trip up a mountain on a real steam engine.

The city has made many recent improvements, both physically and aesthetically, that have contributed to a renewed spirit in the area. Many year-round events are held on the Downtown Mall as well as throughout the city, and the Arts & Entertainment District and Historic District provide wonderful cultural experiences from season to season. Recreational opportunities are also abundant for city residents at Constitution Park, the Eugene Mason Sports Complex, and the C&O Canal Towpath, to name a few.

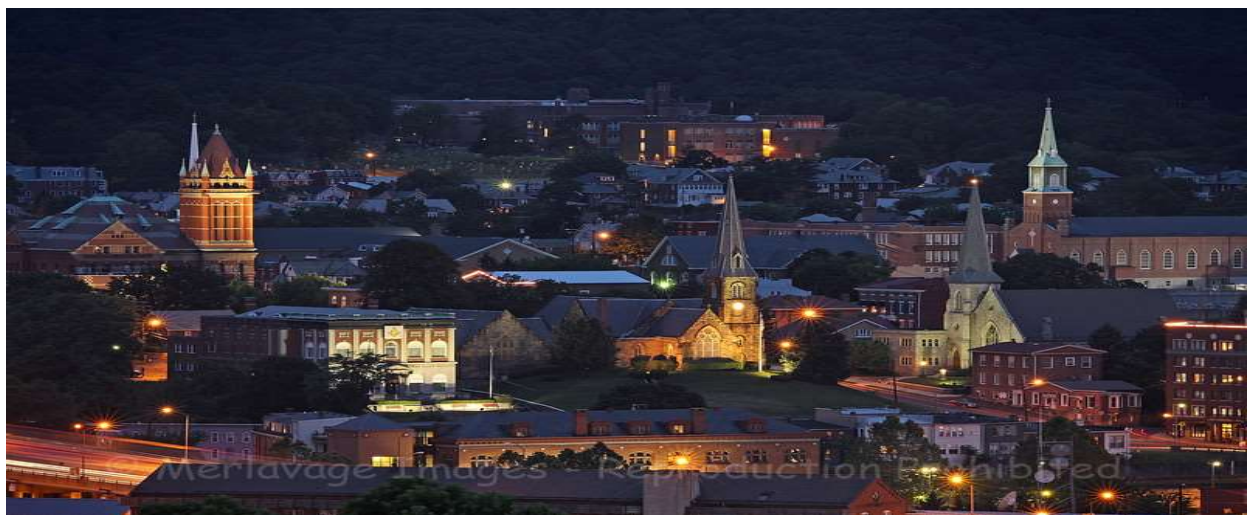
Providing a safe atmosphere for residents is a priority, and the city's police and fire departments work diligently to ensure each family is well-protected and has ready access to their services should the need arise. Cumberland has both public and private schools that maintain high

academic standards and school personnel work closely with the city's police force to ensure that our children have a safe, calm place in which to learn. In addition, the award winning Western Maryland Health System provides health services to the community through a sizeable network of physicians and state-of-the-art facilities.



WESTERN MARYLAND HEALTH SYSTEM

As visitors travel into town from Interstate 68, they are often struck by the beauty of the city's church steeples, many of which sit atop small hilltops and are illuminated at night. Cumberland's beauty is indicative of the spirit of our community and we welcome all who wish to experience the best of our small town life. Affordable housing and the convenience of living where you work also provides a quality of life that is hard to come by these days.



City Government:

Cumberland is governed by the council-manager form of government. A mayor and four members of council are elected at large for four-year terms of office and serve as the policy making body for the City. The elected Mayor and City Council select and appoint the City Solicitor, City Clerk and City Administrator.

The City Administrator acts as the Chief Administrative Officer of the City and the current administrator has served the City of Cumberland for 21 years, the last 8 as City Administrator.

The City's fiscal year runs July 1st thru June 30th. The City has a \$67.5 million operating and capital budget for FY20 (**Appendix A**). The Cumberland Police Department has a \$6 million operating and capital budget for FY20 (**Appendix B**)

The City employs approximately 300 full and part-time employees.

Senior Management Organization Structure:

The Chief of Police is one of five principal directors who will report on a day-to-day basis to the City Administrator (**Appendix C**).

Current Issues/Challenges:

The new Chief of Police will be required to provide very strong leadership to a relatively young department, age wise. With the adoption of a new retirement system for police officers in 2009, significant personnel turnover has occurred in recent years but has stabilized over the last eighteen months (**Appendix D**).

The Police Department:

After years of preparation and undergoing a thorough inspection process, on March 21, 2015 the Cumberland Police Department was awarded national accreditation status through the Commission on Accreditation for Law Enforcement (CALEA). Since that time the department has continued to strive towards excellence by maintaining adherence to all of the CALEA standards.

In October 2017, the agency underwent its second CALEA inspection. During this process a group of inspectors spent one week at the police department reviewing policies and practices to ensure compliance. They further interviewed community members and held a public hearing receiving feedback about the worthiness to be awarded such an honor. On March 21, 2018, the Chief of Police and Accreditation Manager appeared before the CALEA review board in Frisco, Texas. As a result of that hearing, the Cumberland Police Department was again awarded advanced accreditation status.

The Cumberland Police Department plans to maintain this certification and will continue to monitor compliance during the next four-year cycle. This will require the new chief to be responsible and ensure the department continues to maintain excellence and compliance

When fully staffed, the department is comprised of 52 sworn officers and 17 civilian support employees with a \$6 million budget for FY20. Dispatch services are provided under a contractual relationship with the Allegany County 911 Emergency Operations Center.

The new Chief will be intimately involved in financial and budgetary concerns as well as on-going operations and personnel of the department. The Police Chief serves as the City's representative on a variety of public safety related boards and commissions, including the Allegany

County Narcotics Task Force (ACNTF) and the Allegany County Combined Criminal Investigation Unit (C3I).

In July, 1988 the Allegany County Narcotics Task Force (ACNTF) was created as a result of a cooperative agreement between law enforcement agencies in Allegany County. The unit is staffed by members of the Cumberland Police Department, Maryland State Police, Allegany County Sheriff's Office and receives support from the Allegany County State's Attorney's Office.

This task force has adopted a community-oriented policing approach wherein investigators respond to citizens' inquires and show a genuine interest in their concerns as they relate to drug trafficking in neighborhoods. In 2018, there were 246 investigations initiated by the unit, resulting in the arrest of 100 people. Asset seizures that were the product of illegal drug distribution, manufacturing or possession investigations resulted in the confiscation of \$77,328 in cash, 20 vehicles and 13 firearms.

The C3I unit was formed in September 1992 as a result of a cooperative agreement between the law enforcement agencies in Allegany County. It is comprised of experienced criminal investigators from all major law enforcement agencies in Allegany County, including the Cumberland Police Department, Maryland State Police, Allegany County Sheriff's Office, Frostburg Police Department, Frostburg State University Police Department and the Allegany County State's Attorney's Office. The C3I Unit's offices are located in the City of Cumberland's Public Safety Building.

Investigators assigned to the C3I Unit are assigned follow-up investigations of serious criminal offenses that occur in Allegany County, without regard to which agency received the initial complaint or the jurisdiction the crime occurred. The investigation is conducted by whichever investigator is assigned the case, no matter the department they represent. Once the investigation is completed, a case file, including copies of all pertinent information, i.e., statements, search warrants, arrest information, etc., is returned to the law enforcement agency which received the initial complaint.

The C3I Unit has achieved a significant level of success. All homicides which have occurred in Allegany County since 1992 have been closed by arrest and successfully prosecuted. Homicide cases traditionally generate the most interest, but the C3I Unit has constantly maintained a high case closure rate on all cases they investigate. Since the inception of C3I, the unit has closed over 27,000 cases, resulting in 9,000 criminal arrests.

The Cumberland Police Department also has officers assigned to various specialized units within the department including a Clandestine Lab Team, School Resource Officers, Crisis Negotiation Team, Motorcycle Unit, Bicycle Patrol and the Cumberland Emergency Response Team (CERT) which consists of nine highly-skilled and motivated officers of the department. Tactical medics from the Cumberland Fire Department are also assigned to the team as well as a physician and nurse practitioner from the Western Maryland Health System. In addition to being assigned to regular patrol shifts, these officers train a minimum of eight additional hours each month in emergency response tactics. The CERT team is considered “on call” on a permanent basis, responding to an emergency at any time. The team is trained for any type of situation from barricaded hostage incidents to high-risk warrant service. The CERT team was activated thirty-six (36) times in 2018. They also conducted demonstrations at special events for recruitment and other public relations assignments.



Other committees the Police Chief would serve on by virtue of the office:

- Family Violence Council
- Board of Education School Safety
- Board of Education Alcohol and Drug Committee
- Allegany County Combined Communications Advisory Board
- Allegany County Traffic & Safety Advisory Committee
- Federal Corrections Institute Community Relations Board
- Allegany College Criminal Justice Advisory Committee

More information on the Cumberland Police Department can be found at www.ci.cumberland.md.us/cpd.

CANDIDATE QUALIFICATION CRITERIA

The following factors of education, experience, management style and personal traits have been identified by City officials and staff as ideal attributes for the Chief of Police to possess in order to function effectively in this position. Beginning salary will be \$61,622 - \$113,693 depending upon qualifications and experience, plus an excellent employee benefits package and City provided vehicle. The position will be employed on a contractual basis to be negotiated with the City Administrator so as to provide maximum flexibility in designing compensation package to recruit and retain the selected individual.

Education and Experience:

(Not in order of importance)

1. Bachelor's degree in criminal justice, police science or related field and ten or more years of progressively responsible police supervisory experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Graduation from the FBI National Academy or attendance at similar nationally recognized police management program(s) preferred.
2. Background in principals, concepts, and practices of administration, including budget development and administration.
3. Strong familiarity with federal, state, and local laws and regulations, statutes and codes pertinent to police department management.
4. Experience in basic concepts, theories, principles and practices of law enforcement.
5. Strong familiarity with basic office operating systems and software such as Microsoft Office, Excel, Word.
6. Strong personnel management skills that include significant hiring, termination, performance evaluation, disciplinary, and/or commendatory actions for a full service law enforcement agency.
7. Experience in labor relations and labor contract negotiations are preferred.
8. Demonstrated ability to develop personnel.

Personal Traits/Management Style:

(Not in order of importance)

1. Possess and project an exemplary level of personal and professional ethics and behavior.
2. Have the ability to grasp the essence of situations quickly and take prompt, appropriate action in order to serve the City's best interests.
3. Have superior written and oral communication skills and the ability to personally communicate straightforwardly, concisely, and effectively with City Administrator, elected officials, staff and the community.
4. Skill in public relations methods.
5. Ability to operate in a team environment with other principal City directors, but also be able to command the department in a quasi-military organizational structure and to instill in those working directly for you the same ability.

APPENDIX A

City of Cumberland FY 2020 Budget Appropriations

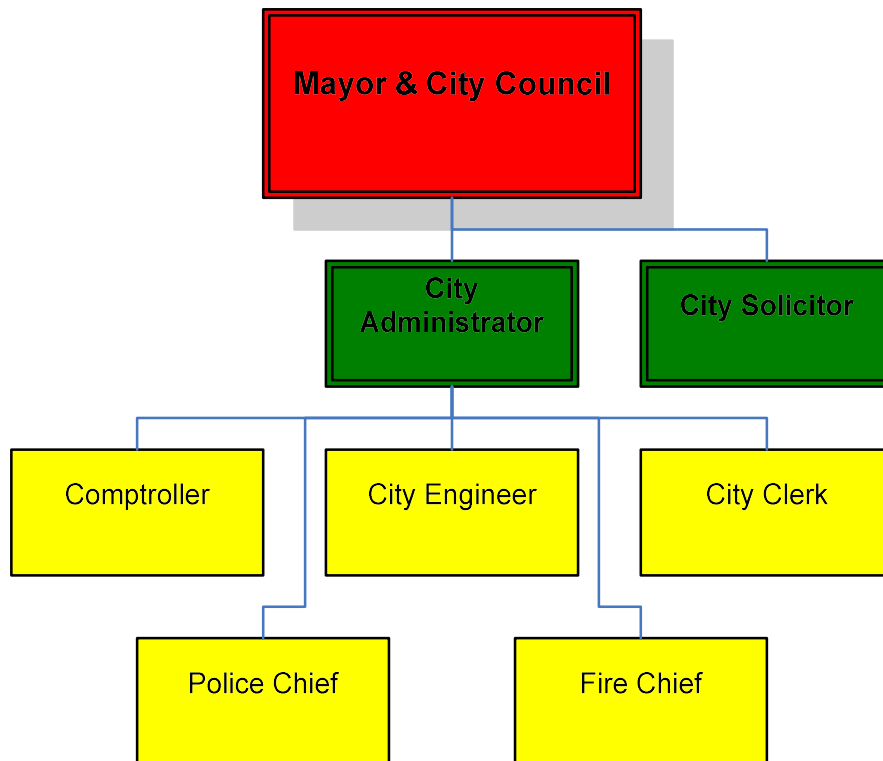
	Personnel	Operating	Capital & Other	Total
Governmental Funds				
General	\$15,459,286	\$ 4,004,454	\$ 4,255,986	\$ 23,719,726
Housing Assistance	-	-	2,192,573	2,192,573
DDC	174,352	80,890	-	255,242
TIF	-	-	32,780	32,780
CDBG	96,173	111,846	735,000	943,019
Police Grants	282,606	162,163	-	444,769
Non-Capital Grants	-	-	247,290	247,290
Community Legacy	-	-	328,500	328,500
Capital Projects	-	-	1,851,750	1,851,750
Street Improvements	-	-	1,044,696	1,044,696
Total Governmental Funds	\$16,012,417	\$ 4,359,353	\$ 10,688,575	\$ 31,060,345
Proprietary Funds				
Water	\$ 3,061,332	\$ 3,207,148	\$ 2,569,006	\$ 8,837,486
Sewer	3,160,614	5,096,224	16,951,449	25,208,287
Trash	-	1,814,709	-	1,814,709
MPA	212,387	74,468	335,603	622,458
Total Proprietary Funds	\$ 6,434,333	\$ 10,192,549	\$ 19,856,058	\$ 36,482,940
Total City-wide FY 2020 Budget Appropriations	\$22,446,750	\$ 14,551,902	\$ 30,544,633	\$ 67,543,285

APPENDIX B

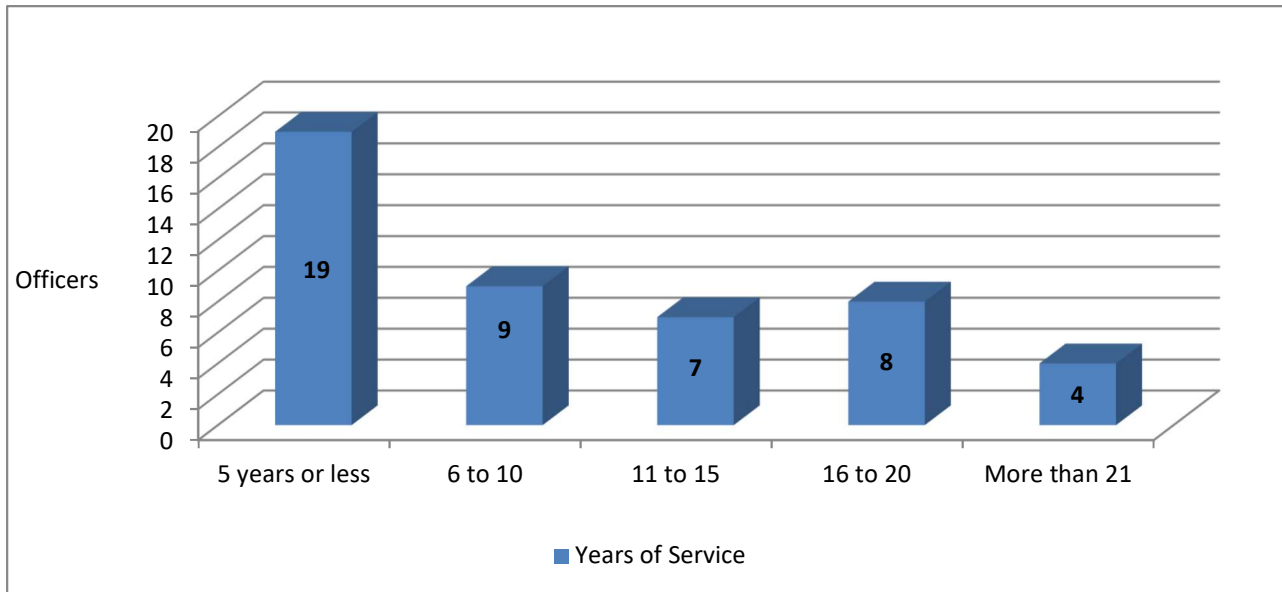
City of Cumberland Fiscal Year 2020 Adopted Budget Police Department Expenses

Department	Personnel	Operating	Capital	Total
Police	\$ 4,714,107	\$ 607,067	\$ 140,000	\$ 5,461,174
C3I	28,349	16,435	-	44,784
Federal Forfeitures				
Fund	-	21,000	-	21,000
C3I Narcotics	12,804	-	-	12,804
DDC Code				
Enforcement	57,190	240	-	57,430
More Cops	225,685	-	-	225,685
Public Safety Building	-	160,487	-	160,487
Total Police				
Departments	\$ 5,038,135	\$ 805,229	\$ 140,000	\$ 5,983,364

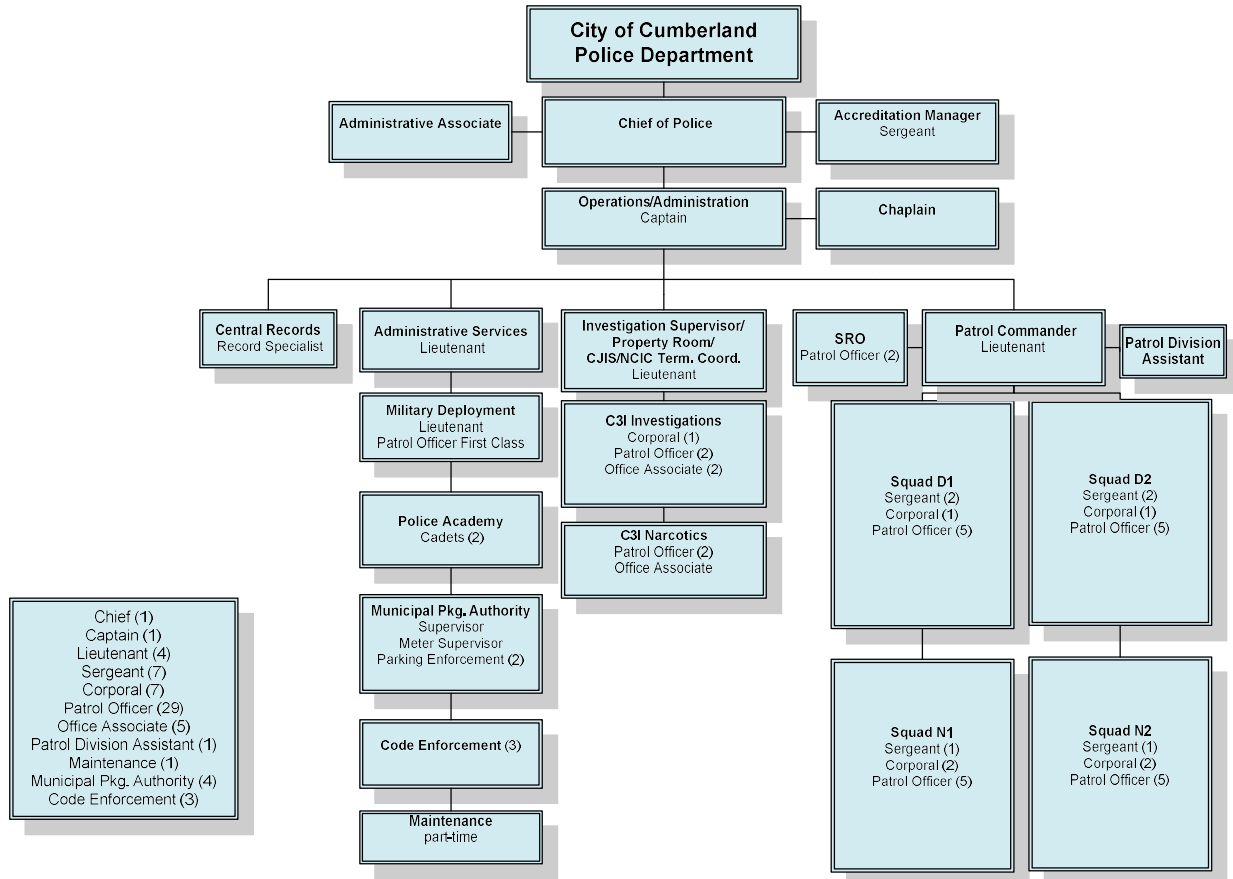
APPENDIX C



APPENDIX D



APPENDIX E



September 28, 2019